



## 6.1.2009 Audit Committee Meeting Minutes

**To:** Kristi Tomey, Audit Committee Chairman

**From:** Chris Compton, Secretary

**CC:** Sterling Cheatham  
Debra Mack  
Allison Collins  
Stephanie Jacobs

**Date:** June 1, 2009

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### Call to order:

Kristi Tomey, Audit Committee Chairman, brought the meeting to order at 10:30am on 6.1.09 in the Lord Spencer Conference Room.

### Members Present:

Kristi Tomey  
Margaret Haynes  
Ronald Sparks

### Staff Present:

Sterling Cheatham  
Allison Collins  
Debra Mack  
Stephanie Jacobs  
Tara Duckworth

Malissa Talbert  
Chris Compton

### Others Present:

Pat Gannon

### Summary of Action Items:

#### 1. Updating City Council Travel Approach.

- Council Travel Policy Audit Committee – Council Member Survey results were shared.
- The Draft Council Member Travel Policy was reviewed and changes suggested.
- Revisions to the Draft of the Council Member Travel Policy will be made and sent to Audit Committee members by Friday, June 6, 2009.

**2. Petty Cash Audit Report.**

- The Petty Cash Audit Report was presented.
- A new Petty Cash Policy is being created along with a new Petty Cash Request Form.
- There will be follow-ups, in certain areas, based on the new Petty Cash policy.
- Overall, the various City Depts. are doing a good job in handling Petty Cash transaction.

**3. Determine next Committee meeting date.**

- The next meeting of the Audit Committee will be determined at a later date.
- Topics will include:
  - a. Revisions to the Council Member Travel Policy

**Adjournment:**

The meeting was adjourned at 12:00 noon.